



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

REQUIREMENTS FOR LETTERS OF AUTHORIZATION

Property owners who are being represented by an agent/agency in matters involving the assessment of real estate must provide a Letter of Authorization to the Fairfax County Department of Tax Administration. A copy of a Power of Attorney should describe the type of representation of the property owner.

The Letter of Authorization must meet the following requirements:

1. Must be notarized and preferably on Property Owner's letterhead.
2. Must be an **ORIGINAL** document addressed to the Fairfax County Department of Tax Administration. Blanket letters of authorization and faxes will not be accepted.
3. Must identify the property by specifying:
 - The owner of record
 - The property map reference number
 - The property address
4. Must identify the agent/agency representing the property(s).
5. Must be dated and signed within the current tax year. Authorizations without a current date will not be accepted.
6. Must be signed by the owner of record, general partner, or a corporate officer authorized to act on its behalf. A person who identifies themselves as the Owner or Officer of the Corporation will be accepted as such, however, any misrepresentation constitutes fraud.
7. The Letter of Authorization must include:
 - The **PRINTED OR TYPED** name of signer
 - The title of the signer
 - Date of signature
 - Telephone contact (area code + number)

DEPARTMENT OF TAX ADMINISTRATION REAL ESTATE DIVISION

12000 Government Center Parkway, Suite 357
Fairfax, VA 22035

Phone: 703-222-8234

Fax: 703-324-4935, TTY 703-222-7594

www.fairfaxcounty.gov/dta